

RESEARCH AND STATISTICAL ANALYSIS OFFICER

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses a highly responsible administrative position, the primary duty of which is the management of research and analysis of departmental operations relative to the growth of the city and future fire service requirements. The Research and Statistical Analysis Officer conducts studies, organizes and analyzes data for projected growth and future area developments. The incumbent of this position recommends changes in department operations that will help the city maintain favorable ISO/PIAL ratings, and monitors the work of fire department personnel involved in research and statistical analysis functions, as directed. The Research and Statistical Analysis Officer performs regularly assigned duties with a high degree of independence, reporting to and having work reviewed by the Fire Chief.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Manages research functions in the fire department. Assists the Fire Chief by recommending management policies, goals and objectives and determining how the operations should be organized, including departmental personnel, equipment and apparatus. Conducts inspections of various divisions in the department, evaluates the effectiveness of the divisions, and takes appropriate action to correct or improve problem areas. Provides assistance in technical areas of work to departmental employees. Works with boards and agencies whose rules and operations affect the work of the fire department. Holds meetings with fire department personnel for the purpose of receiving reports and disseminating information.

Keeps informed on modern fire fighting methods, administrative practices, and local trends that will help the city obtain favorable ISO/PIAL ratings. Maintains a general knowledge of the ISO/PIAL Fire Suppression Rating Schedule. Performs calculations in order to estimate fire ratings. Monitors and evaluates local conditions which may become fire or safety hazards. Analyzes and utilizes demographic information and statistical data for the purpose of projecting growth of the city and expansion of fire services. Interprets statistical data from studies, surveys and other sources for the purpose of planning department operations. Prepares tabulations, computations, charts, graphs and maps. Tracks trends in

population, traffic, land use, zoning, proposed subdivisions, and public utilities.

Supervises the preparation of the records and reports, as assigned. Reviews reports prepared for the purpose of research and planning. Periodically inspects systems and facilities for keeping records. Makes decisions concerning what records should be maintained for research and planning. Compiles and organizes data needed for reports. Prepares and writes reports. Personally completes any forms and records as assigned. Writes requests for grants or other special funds to aid in the operation of the fire service.

Coordinates the work of the department with public agencies, utilities, and private companies which are closely related to fire service operations, providing information and giving assistance when needed. Acts as department representative to the public, coordinating special projects, delivering talks and demonstrations, and answering questions concerning the work of the department or any related areas of emergency services. Participates in conferences or meetings as assigned. Prepares newspaper articles and official position papers for publication. Writes letters responding to any public written or oral requests related to department.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States and of legal age.

After offer of employment, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must present documentation indicating, at a minimum, that the applicant has met the minimum high school graduation requirements necessary to receive a high school diploma as established by the state of Louisiana Board of Elementary and Secondary Education. Such documentation shall include at least one of the following: high school diploma, high school transcript, certificate of equivalency, affidavit from the issuing high school, college diploma, or college transcript, any one of which must indicate that graduation has occurred or a degree awarded. A certification of completion shall not be

sufficient to substitute for certification of graduation.

Must have at least ten (10) years full-time fire service experience with a paid fire department and prior supervisory experience preferred.